NAVIGATING USING THE HYPERION TOOL BAR

At the top of all the reporting pages is a built in Hyperion navigation tool bar. This allows for extended navigation and exporting options built into the Hyperion reporting server.

The diagram below identifies the tool bar and each item is described in detail below.

At the top of the reports the following interface is provided to allow for navigating and exporting of ACMS reports and analysis tools.

The following table lists the icons that are useful for you viewing and running reports within ACMS reporting.

Home ▼	**Section Navigation Dropdown** - Use the Drop down list of Reporting Items, when in a report use this list to return to the home Page. Select "Home" to return to the home page. You can also use this list to navigate to other reports, pivots and sections within the ACMS category.
🏠	**Hyperion Home - DO NOT USE** this is a HYPERION (BRIO) interface item, that is used for browsing files. Not for navigation of report.
📄	**Page x of Y** - Hover over this symbol to display the current page and the total number of pages in the report.
◁ 🔼🔽 ▷	**Page Navigation** - These navigation buttons will navigate you through the reports. If the pages cover more than a screen width you can use the left and right arrows to scroll with. Although you can use these navigation functions to navigate through a report. It is recommended that you export the report to PDF (see below) this will give you faster control of navigating pages, printing and searching for data.
📄PDF	**Export to PDF** - It is often useful to export the data locally so as to print or perform further analysis. Clicking this icon will export the data to a PDF file. It is highly recommended you use this function for printing or want to scroll through a long report quickly. See ACMS Report printing and searching below for further details of using this feature.
📊	**Export to Excel** – Will allow the export of the report or pivot data to Excel. just

	☒	**Close Document** - Click the button to close the screen current screen.
	?	**Extended Help** - Click this icon to obtain help specific to Hyperion Brio reporting and some of the items you can perform on the pivots and reports. These help sections will provide you with advanced instructions for limiting data, changing pivot, charts and result set data.